CONFIDENTIAL

# ROUTING AND RECORD SHEET

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SUBJECT: (Optional)   Proposed Revision of [ ] , Compliance with Security
Regulations (Job #1113)

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| FROM: [ ] | EXTENSION | NO |
| Policy Branch/PPG | | |
| Office of Security | | DATE 26 November 1985 |

| TO: (Officer designation, room number, and building) | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|---|---|---|---|---|
| | RECEIVED | FORWARDED | | |
| 1. C/Policy Branch | | | | Attached is a response to RPD regarding subject as it pertains to questions from the DO regarding the definition of "isolated instance " and "deliberate violation." |
| 2. | | | | |
| 3. C/PPG | | | | C/ISG was notified on 10 October, researched the matter and provided the response attached as BASIC. |
| 4. | | | | |
| 5. | | | | Karen, RPD has been notified that this response is enroute to RPD. |
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C O N F I D E N T I A L

MEMORANDUM FOR:   Chief, Regulatory Policy Division/OIS

25X1

FROM:

Chief, Policy and Plans Group

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SUBJECT:   Proposed Revision of _____ Compliance With
Security Regulations (Job #1113)

REFERENCES:   A.   Memo to C/RPD, fr D/S, dtd 28 May 1985,
Subject: Revision and Revalidation of

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B.   Memo to C/RPD, Fm DD/P&M, dtd 23 Sep 1985,
Subject Same


    1.   This memorandum is in response to a telecon with RPD
editor Karen who requested that the Office of Security clarify
the definition of a "deliberate violation" and an "isolated
instance" as these definitions apply to computer security
standards and violations.   Those definitions, to be added to
subsection g., Penalties for Noncompliance (a) Penalties (5)(a)
(i) FOOTNOTE 1 and (ii) FOOTNOTE 2 as follows:

    FOOTNOTE 1.   Deliberate violation of computer and data
    access controls and computer security standards include,
    but are not limited to: password abuse, access control,
    control of magnetic storage media, classification, control
    of printouts, privileged used abuse, sterilization of ADP
    equipment, and additional requirements as set forth in HR

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    FOOTNOTE 2.   An "isolated instance" is defined as one
    instance of specific action on the part of an individual,
    which has been identified by the audit programs monitoring
    the Agency's internal computer systems, and analyzed by the
    Audit Staff of the Computer Security Group, OIT, and
    various components of the Office of Security, to determine
    the nature of the violation of the computer and data access
    controls and computer security standards and the extent and
    the intent of the damage.

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    2.  Please direct any questions to

25X1  Policy and Plans Group

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!OS/P&M/PP                  (26 Nov 85)!
!
!Distribution:!
!    Orig - Adse!
!      1 - OS Registry!
!      1 - PPG Chrono!

C O N F I D E N T I A L

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## ROUTING AND RECORD SHEET

| SUBJECT: (Optional) |
|---|
| Proposed Revision of |

**FROM:**

C/ISG/OS

**EXTENSION** **NO.**

DATE **18 NOV 1985**

| TO: (Officer designation, room number, and building) | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|---|---|---|---|---|
| | RECEIVED | FORWARDED | | |
| 1. ADD/TS | 11/18 | 11/19 | | |
| 2. | | | | |
| 3. C/PB/PPG | 11/21/85 | | | |
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FORM 1-79 **610** USE PREVIOUS EDITIONS

# CONFIDENTIAL

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MEMORANDUM FOR:  Chief, Policy Branch, Policy and Plans Group

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VIA:          Associate Deputy Director of Security [____]

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FROM:        [_____]

Information Security Group

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SUBJECT:     Proposed Revision of [_____]

REFERENCE:   A.  Memo for C/OPS/TS from PB/PPG, dtd 7 Aug 85, Same Subject

            B.  Memo for C/PB/PPG from C/ISG, dtd 11 Sep 85, Same Subject

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    1.  As discussed per telecon with [_____] on 13 November 1985, the additional subsection submitted for

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inclusion in the revised [_____] (reference B) should be modified to include two definitions. These definitions are as follows:

> NOTE 1. Deliberate violation of computer and data access controls and computer security standards include, but are not limited to: password abuse, access control, control of magnetic storage media, classification, control of printouts, privileged user abuse, sterilization of ADP equipment, and additional requirements as set

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> forth in [_____]

> NOTE 2. An "isolated instance" is defined as <u>one</u> instance of specific action on the part of an individual, which has been identified by the audit programs monitoring the Agency's internal computer systems, and analyzed by the Audit Staff of the Computer Security Group, OIT, and various components of the Office of Security, to determine the <u>nature</u> of the violation of the computer and data access controls and computer security standards <u>and the extent</u> and the <u>intent</u> of the

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> damage. [_____]

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2.   Although the above NOTES are rather lengthy, they are proposed with the intention of clarifying the new subsection. If you have any further questions, please call me on secure

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C-O-N-F-I-D-E-N-T-I-A-L

26 September 1985


MEMORANDUM FOR: Executive Director
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Comptroller

25X1    FROM:

Chief, Regulatory Policy Division

25X1    SUBJECT:        Proposed Revision of [          ] Compliance with
Security Regulations, DRAFT B (Job #1113)


FOR YOUR INFORMATION:

25X1

1.    This Draft B, a proposed revision of [          ] was
initiated by the Office of Security (OS).  This draft only is to
provide an expansion of paragraph g (shown in brackets) concerning
penalty language regarding computer security responsibilities.  No
other changes were made in the initial proposal which was concurred
in previously by addressees.

2.    We plan to send the proposed revision to the Deputy
Director for Administration on 10 October 1985 for approval to
publish in the Agency's regulatory system.  If you have any
questions or comments, please contact the undersigned before that
date.

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Attachments:
  A.  Concurrence Sheet (OGC)
25X1    B.  Proposed revision of [          ]

cc: AO/DCI     OL
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FROM ATTACHMENT


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**TRANSMITTAL SLIP** | DATE

TO: **Office of Security**

ROOM NO. | BUILDING

REMARKS:

No action for OS-Hold
until comments are in

FROM: **RPD/OIS/DDA**

ROOM NO. | **Ames Bldg.** EXTENSION

FORM NO. **241** REPLACES FORM 36-8
1 FEB 55 WHICH MAY BE USED (47)

C-O-N-F-I-D-E-N-T-I-A-L

26 September 1985

MEMORANDUM FOR:  Executive Director
                    Deputy Director for Intelligence
                    Deputy Director for Operations
                    Deputy Director for Science and Technology
                    General Counsel
                    Inspector General
                    Comptroller

25X1

FROM:

                    Chief, Regulatory Policy Division

25X1

SUBJECT:           Proposed Revision of [      ], Compliance with
                    Security Regulations, DRAFT B (Job #1113)

FOR YOUR INFORMATION:

25X1

    1.    This Draft B, a proposed revision of [      ] was
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  A.  Concurrence Sheet (OGC)
25X1
  B.  Proposed revision of [      ]

cc: AO/DCI    OL
    SSA/DDA   OMS
    OLL       OP
    OC        OS
    OF       OTE
    OIT

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OS REGISTRY

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## HQ. INSTRUCTION SHEET

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| REMOVE | | | INSERT | | | EXPLANATION |
|---|---|---|---|---|---|---|
| REG. NOS. | PAGE NOS. | DATE | REG. NOS. | PAGE NOS. | DATE | |
| | 29-32 | 10/29/81 | | | | paragraph g, is revised to include a statement of policy concerning penalty language regarding computer security responsibilities. |
| | 33-34 | 10/29/81 | | | | |

Paragraph i concerning additional sanctions is added.

The remainder of the regulation is revalidated with a current date.

Page numbers of the regulation have been changed as part of an ongoing procedure. All headquarters regulations will be changed to start with page one.

A new Table of Contents will be issued when all regulations have been changed.

"*" denotes a former numbering system which is now obsolete.

**Arrows in the page margin show the locations of the changes described above.**

**DISTRIBUTION:** AB                    UNCLASSIFIED WHEN SEPARATED FROM ATTACHMENT

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**Page Denied**

Next 1 Page(s) In Document Denied

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**23 SEP 1985**

MEMORANDUM FOR: Chief, Regulatory Policy Division/OIS

25X1     FROM:          [ ]
                        Deputy Director of Security
                        Policy and Management

25X1     SUBJECT:       Proposed Revision of [ ]

          REFERENCE:    Memorandum to C/RPD from D/S dated 28 May
25X1                       1985, subject: Revision and Revalidation of
[ ]

      1. This memorandum contains an additional change to the
referenced memorandum to be added to subject. This proposed
addition contains penalty language regarding computer security
responsibilities. This wording should be added to subsection
g., Penalties for Noncompliance, (a) Penalties as follows:

      (5) Deliberate violation of the computer and data access
      controls and computer security standards as set forth in HR
25X1    [ ] will result in the following penalties:

          (a) Without intent to damage the national security,
          to make public classified material, or to harm the
          Agency:

              (i) Isolated instances: five days' suspension
              without pay.

              (ii) Repeated instances: twenty days' suspension
              without pay. Repetition of this behavior after
              imposition of the prescribed penalty will lead to
25X1             termination of Agency employment or affiliation.

          (b) With intent to damage the national security, to
          make public classified material, or to harm the
          Agency: termination of Agency employment or
25X1           affiliation, and/or criminal prosecution. [ ]

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    2.   Please direct any questions to

25X1   Policy and Plans Group

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Attachment

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:OS/P&M/PPC              (17 Sep 85):

:Distribution::
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:     1 - DD/P&M
:     1 - OS Registry:
:     1 - PPG Chrono:
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